

ACCIDENT/INCIDENT/HAZARD INVESTIGATIONS (Revised September 2003)

8325

RESPONSIBILITIES (No. 12 September 2003)

8325.1

It is the responsibility of the Aviation Safety Officer to conduct investigations and assess the events surrounding reported accidents, incidents and potential hazards in order to determine the causes and provide the department with recommendations on non-punitive corrective actions to prevent future accidents, incidents or the elimination of hazards.

In no way should the results of an accident or incident investigation undertaken by the Aviation Safety Officer or an individual appointed by the department to conduct such an investigation, be used to take disciplinary action against an employee. This does not preclude nor negate the efforts of the department to conduct a separate investigation for purposes other than aviation safety.

REV

When other agencies' aircraft are involved in an accident or incident, the Aviation Safety Officer will send a copy of the report to the appropriate agency.

ACCIDENT INVESTIGATIONS (Revised September 2001)

8325.2

DEPARTMENT'S AIRCRAFT ACCIDENT INVESTIGATION PROCEDURE (Revised September 2001)

8325.2.1

All aircraft accident investigations are the responsibility of the National Transportation Safety Board (NTSB). The department's Aviation Safety Officer is responsible for reporting all aircraft accidents and certain incidents to the NTSB. This responsibility applies to accidents involving:

- CDF owned or contracted aircraft
- Call-when-needed (CWN) aircraft
- Other agency aircraft operating on CDF incidents

The Cooperative Fire Protection Agreement between CDF and the Federal Agencies (four party agreement) specifies responsibilities for aircraft accident investigation between these agencies.

In the case of aircraft accidents involving department or contract aircraft, the Aviation Safety Officer is responsible for ensuring that an NTSB Form 6120.1 is submitted within 10 days of the accident to the nearest NTSB field office.

The department may also elect to conduct a separate accident investigation as specified in the department's 1700 Health and Safety Handbook, [Serious Accident Investigations](#).

INCIDENT INVESTIGATIONS

8325.3

[\(Revised September 2001\)](#)

Aircraft incident investigation is the responsibility of the Aviation Safety Officer. Results of the investigation will be recorded and any recommendations will be forwarded through the CDF chain-of-command for implementation.

OPERATIONAL HAZARD INVESTIGATIONS

8325.4

[\(Revised September 2001\)](#)

All Operational Hazards identified to the Aviation Safety Officer shall be reviewed and an appropriate solution determined after consultation with management. The Aviation Safety Officer shall assign a responsible party for final resolution and the item will be tracked until resolved.

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)